

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	PHA Name: <u>HOUSING AUTHORITY OF THE CITY OF ALAMEDA</u> PHA Code: <u>CA062</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2026</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>1939</u> PHA Plan Submission Type: Annual Submission Revised Annual Submission Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. The Annual PHA Plan and Elements, for the period starting July 1, 2026 and ending June 30, 2027, are available at: 701 Atlantic Ave, Alameda, CA 94501. The Annual PHA Plan and Elements are also available at the Housing Authority of the City of Alameda's website at www.alamedahsg.org.

	☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below)				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
	Lead HA:				
B.	Plan Elements.				
B.1	Revision of Existing PHA Plan Elements. a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? Y N ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs. ☒ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☐ ☒ Financial Resources. ☐ ☒ Rent Determination. ☐ ☒ Operation and Management. ☐ ☒ Informal Review and Hearing Procedures. ☐ ☒ Homeownership Programs. ☐ ☒ Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. ☐ ☒ Substantial Deviation. ☐ ☒ Significant Amendment/Modification. (b) If the PHA answered yes for any element, describe the revisions for each element(s): During the last fiscal year the Housing Authority of the City of Alameda (AHA) underwent a significant amendment to the annual plan and created a separate waiting list for the AHA's Family Unification Program vouchers. The AHA also obtained approval for Emergency Housing Voucher (EHV) holders to claim a "terminated" preference for terminations solely due to the lack of funding for this program and be automatically placed on the Housing Choice Voucher waiting list along with any other applicable preferences. EHV holders would first be placed on the Project Based Vouchers waiting lists as these tend to have lesser waiting periods and allow for increased stability within our properties. The AHA has also revised and consolidated it's policies around terminations taking these measures in the following order: ceasing landlord incentives and vacancy loss payments; denying of absorption of incoming new portability moves; ceasing issuance of new tenant-based vouchers; denying portability moves outside of AHA's jurisdiction with increased costs; denying Project Based (PBV) to Housing Choice (HCV) voucher conversions with increased costs; rescinding vouchers where a Request for Tenancy Approval (RFTA) was not submitted or for leases not submitted in a timely manner during the RFTA process; terminating HCV assistance in the reverse order which households received assistance; and terminating PBV assistance where only an Agreement to Enter into a Housing Assistance Payments (AHAP) Contract has been signed and then by the expiration date of Housing Assistance Payments (HAP) Contracts set to expire from soonest to oldest.				

B.2	New Activities. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year? Y N ☒ ☐ Project-Based Vouchers (b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan. The AHA is currently submitting funding applications for our new Estuary II project site, with an estimated 40 PBV's designated for senior/veterans/permanent supportive housing, extending housing opportunity in the city of Alameda..
B.3	Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan. GOAL 1: EXPAND AND PRESERVE THE AVAILABILITY OF AFFORDABLE HOUSING IN THE CITY OF ALAMEDA As of August 2025, the Housing Authority of the City of Alameda (AHA) has completed the first phase of the North Housing Project, a 12-acre former Naval site. The first 109 units available across two buildings (Estuary I and Linnet Corner) have been provided to unhoused or formerly unhoused, seniors and/or military veterans, with onsite services and comprehensive case management provided by LifeSTEPS at Estuary I and Linnet Corner. The leasing process for Estuary I began on August 4, 2025 and Linnet Corner on August 21, 2025 with 78% leased as of November 1, 2025. We will continue to partner with FPI Management for all leasing and property management services at these sites. When complete, this project will create 586 new affordable homes. AHA's active project pipeline includes five sites, two of which broke ground in 2024, are 100% complete and include 70 units of permanent supportive housing. Other projects include over one hundred units of family and permanent supportive housing apartments, in Estuary II and The Poplar. To inform and educate the public, the AHA consistently distributes a quarterly tenant newsletter, development pipeline newsletter, and biennial newsletters for landlords and government officials and holds an annual workshop for landlords. The AHA continues to publicly present to the Alameda City Council and its commissions, and the Board of Alameda Unified School District (AUSD), as needed, and holds quarterly meetings with various local organizations. The Authority has strengthened existing relationships, maintaining and expanding services by offering a landlord portal and redesigning the Authority's website to emphasize the importance of landlord participation. In January 2025, 271 landlords signed onto the portal. During the 2024-25 fiscal year, AHA distributed \$188,992 worth of financial incentives to AHA's Housing Choice Voucher landlords as part of the landlord cohort under Moving-to-Work (MTW). Since the implementation of the landlord incentives through the MTW program, we have successfully brought onboard 120 City of Alameda private market landlords to provide more affordable housing options to our low-income tenants. The Authority continues to refer landlords to the city's rental and residential rehabilitation program. In September 2025, AHA and its many funders and community partners celebrated the opening of 109 units at North Housing, and the completion of substantial public infrastructure that are part of the North Housing Master Plan opened Estuary I in 2025, providing 45 units of permanent supportive housing for formerly homeless individuals (including Housing Assistance Payments Contract (HAP) of 40 PBVs). Linnet Corner (78% occupied with 100% lease up expected by Dec 2025) opened in 2025 and provides 64 affordable units of which 16 units will be for homeless veterans (including HAP of 40 PBVs). AHA is still securing funding for Estuary II which will provide 46 units of permanent supportive housing for formerly homeless individuals (selected for an award of 40 PBVs). In September 2025, AHA and its many funders and community partners celebrated the opening of 109 units at North Housing, and the completion of substantial public infrastructure that are part of the North Housing Master Plan. Prior to opening their waitlists in December 2024, AHA merged waitlists from families in 0-2 bedrooms waitlist and 3+ bedroom waitlists, fast-tracking lease-up efforts, and continued to send referrals for North Housing and Independence Plaza. On June 5, 2023, the AHA was notified it was receiving an allocation of ten (10) Stability Vouchers (SV) effective July 1, 2023 and has since issued all 10 vouchers. Early in 2024, AHA partnered with the Housing Authority of the County of Alameda (HACA), the Oakland Housing Authority (OHA), and the Department of Veteran Affairs, to get HUD approval to successfully

reallocate 36 VASH (Veteran Affairs Supportive Housing) vouchers to the AHA. In 2021, the Authority was awarded fifty-seven (57) Emergency Housing Vouchers (EHV) from HUD, 45 of which remain utilized due to the sunset of the program. Since HUD's notification of insufficient funding for the continuation of the program, AHA has initiated transferring households to the Stability Voucher program and Housing Choice Voucher program to ensure continued housing assistance for these families. The AHA has implemented a Restore Rebuild, formerly known as Faircloth to RAD (Rental Assistance Demonstration), conversion to utilize all its 120-unit Faircloth limit at Independence Plaza, amidst lease up in 2025 and looking to be fully leased in 2026. Conversions of these units began in December 2024 and will be converting to family units in the future.

GOAL 2: ENHANCE THE QUALITY OF LIFE FOR RESIDENTS AND VOUCHER PARTICIPANTS

The Authority launched the Ombudsman program in 2021, which is a solution-oriented community resource available to all Authority tenants, program participants, landlords, and other community organizations that represent Authority tenants or clients. This program reinforces our existing educational materials and continues to provide resident supportive services for all tenants and participants in the programs operated by the Housing Programs Department. The AHA's nonprofit arts partner, Drawbridge, and City of Alameda Recreation and Parks Department Mobile Recreation Program have weekly activities for children living at all AHA properties and the Alameda Food Bank continues to provide food at these activities. Alameda Food Bank provides food and LifeSTEPS manages food distribution to AHA properties twice a month at two different properties, Anne B. Diamant and Independence Plaza. The Alameda Food Bank hosted a registration event on July 29th at Estuary I to enroll residents for Alameda Food Bank services and 19 residents signed up for services. A second registration event was held on September 16th and 16 more residents registered for Food Bank services. LifeSTEPS continues to conduct in-person meetings with residents to provide aid and link families to financial and social service agencies. Mastick Senior center staff are tabling at AHA senior properties starting with Anne B Diamant, Linnet Corner, Littlejohn Commons, and Independence Plaza. Other partnerships include the collaboration between AHA and the Oakland Roots & Soul resulting in 20 free game tickets for AHA residents at Rosefield Village and Parrot Gardens. Weekly after-school recreation programs continue at Esperanza Apartments, with the help of LifeSTEPS, Drawbridge and the City of Alameda Rec & Parks department. Also, over 50 AHA households with children under the age of 18 continue to utilize the free available membership to the Alameda Boys & Girls club. The AC Transit provided an annual report for year 4 of the 5-year transit agreement that serves Anne B. Diamant, Rosefield Village, Everett Commons, Lincoln Willow, and Senior condos. The report details increases in both unique users and boardings. In comparison to year 3, the year 4 report shows a 25% increase in users and 31% increase in boardings. Beyond these 5 properties, AHA expanded this program to Linnet Corner and Estuary I, so every Head of Household at both these buildings (109 total units) are eligible to receive a free AC Transit bus pass. The Resident Services Incentive Program, AHA's first ever rewards program for residents at AHA owned properties, ran from March 15th through June 30th. The rewards program incentivized residents with gift cards to engage and attend LifeSteps monthly programming. In total 18 residents participated in the rewards program, with 14 of these residents attending 15 or more LifeSteps classes, workshops, or community activities. Feedback from residents is that they "appreciated the opportunity to engage and participate, and several expressed that they felt more connected to the community as a result." In October 2025, the AHA reinstated our in-person and online Rent Café Workshops to assist with resident portal access and registration. Landlord meetings and townhall meetings are conducted every quarter. The AHA also provides letters explaining available supportive services for those facing eviction and has quarterly social services meetings for all participants. Educational materials on Fair Housing laws and reasonable accommodation under the Americans with Disabilities Act is provided at briefings, terminations, and at various points of contact with applicants and participants. The Language Access Plan (LAP) update was completed, and outreach continues to be conducted in all languages listed in the updated LAP. In June 2024, AHA partnered with Alameda Municipal Power (AMP) to help program participants living in AHA-owned properties auto-enroll in the Energy Assistance Program, resulting in 25% monthly savings for these households. In addition, in September 2025, AHA collaborated with the City of Alameda and Its Electric to build the city's first building-powered public curbside EV charging station, using Everett Commons as a host site. The EV charger is designed for residents without garages and driveways and avoids the heavy infrastructure work typically required for curbside chargers. AHA's partnership with the City Zero Waste program has received positive feedback from residents and to date 11 AHA properties have been visited by Zero Waste Program staff. At these site visits residents receive recycling totes and compost bins. The resources and education provided via the site visits at Esperanza Apartments and China Clipper has increased recycling and reduced waste by residents enabling AHA to reduce the weekly garbage collection pickups by Alameda County Industries resulting in \$60,000 property operations savings for AHA.

Housing Operations continues to take the lead and oversees operations with our contracted 3rd party management company and AHA staff are continuously conducting site walks identifying areas of improvement.

GOAL 3: IMPROVE THE AGENCY’S OPERATIONS BY USING RESOURCES EFFECTIVELY AND EFFICIENTLY

The Authority continues to utilize, expand, and research automated accounting systems to improve overall performance. One example of this is the implementation of the AHA claim management process which streamlines claims related to incidents from incident reporting to insurance reimbursement. The AHA continues its use of a paperless system for invoice submittal and processing allowing for improved efficiencies in disbursement and document retention. Physical documents continue to be scanned through Laserfiche (LF) as well as the creation of forms to facilitate the exchange of requests and centralization of documents. We have seen an increase in utilization of AHA’s on-line Landlord and Vendor Portals, as well as Yardi’s Rent Café portal including an increase in online reporting of income changes between recertifications for participants. Our Human Resources department has significantly increased their use of LF Forms for incoming candidates, internal communications between employees and supervisors, and external communications. A recent customer survey produced by the AHA has shown that as many as 57% of all our landlords are utilizing our landlord portal, strengthening our outreach and educational efforts. Furthermore, the AHA gathered input from our landlords in key takeaways and points of improvement to maintain better relationships and communication, such as increasing access to and developing automatic notifications of rent change notices through our landlord portals. A 2025 landlord survey was conducted between February 18 and April 3, 2025. A random selection of AHA landlords (representing 33% of all landlords) received the landlord customer survey that asked questions ranging from customer service to technology usage. The 2025 survey response rate for landlords was 4%, where 85% of surveyed landlords ranked overall quality of service received from AHA staff as meeting or exceeding expectations. All the surveyed landlords ranked AHA staff politeness as meeting or exceeding expectations and 85% of surveyed landlords ranked AHA staff knowledge as meeting or exceeding expectations. Property rehabilitation was finished according to the near-term capital improvements plan including the repair of the balconies at Independence Plaza and Anne B. Diamant as well as the replacement of the roof at Anne B. Diamant. Data from Capital Needs Assessments, appraisals, seismic reviews, and accessibility studies are being utilized to conduct financial feasibility analyses on Independence Plaza, China Clipper, and Esperanza regarding needs and opportunities for renovation. AHA plans to entirely re-roof Independence Plaza, its largest complex in 2026.

The Authority received an executed Moving To Work (MTW) Amendment to the Annual Contributions Contract (ACC) dated March 23, 2022, officially designating the Authority as an MTW Agency. The Authority has spent the last few years studying the effects of landlord incentives in the Housing Choice Voucher program on the retention and recruitment of landlords. The AHA continues to run a total of 17 approved activities, with 12 initial activities implemented July 1, 2023, 2 additional activities implemented as of February 2024, and 3 more yet to be implemented. We have improved efficiency with the implementation of standardizing all contract rent increases to take effect every July 1 as well as allowing for self-certification of assets, thus reducing processing times and upon approval of the FY 2026-2027 Annual Plan, the landlord must submit a request to obtain landlord incentives instead of AHA automatically distributing incentives. AHA will require that landlords be new to the program to obtain the incentives for new unit to the HCV program and other incentives will be paid at the AHA’s discretion. To ensure fiscal responsibility, the AHA wishes to make changes to its HAP payments policy by changing payments made to landlords covering through the end of the month and instead adjust payments made through the day of move out of the unit or end of participation in the program. This would save the agency having to pay double funding on the same participant for the same time frames. The AHA is updating its reexamination schedule for residents where previously families receiving zero income or less than \$5,000 per adult annually in income were required to complete reexaminations annually. Only families with absolute zero income will be required to complete reexaminations annually, regardless of whether they fall under the MTW program or not, and all others will follow their original reexamination schedules.

The AHA utilizes Data Connect from Yardi which helps monitor the Housing Choice Voucher program metrics allowing AHA to combine financial data from both AHA and FPI for the properties to reduce staff time in preparing property reports. Key metrics from property management and the Housing Choice Voucher program are included in the monthly Board of Commissioners packet and available to the public. The AHA has received continued Family Self-Sufficiency (FSS) funding for 2025 and is contracted with a professional social services provider to offer enhanced online services for FSS participants. The AHA continues to provide social services which are available to all participants, applicants, and tenants. These services include Legal Assistance, Housing Counseling, Fair Housing

Consultation and Referral Services. In June 2023, the Board authorized the Executive Director to fund the North Housing Master Plan costs of \$4,000,000 with short to midterm use of AHA reserves, agency operating funds, and HUD Moving-To-Work (MTW) fungibility. ICD has also received Reserve Policy permanent loan commitments totaling \$12,938,000 for Estuary I, Estuary II and Linnet Corner. Predevelopment funds up to \$5,500,000 have been approved for the remaining phases of the North Housing Plan. The Authority presented a formal Reserves Policy to the Board of Commissioners in October 2021, with an amendment to the Reserves Policy in May 2022 and again in May 2024. This included an emphasis on sufficient operating and housing assistance payment reserves with preparation for future housing development and deferred maintenance of the existing real estate portfolio, while leveraging other sources of funds to further the Authority's mission.

The AHA continues to review and update systems to ensure that it stays current with industry practices and up-to-date on system security. After rising concerns about ChatGPT, the AHA IT Governance Committee discussed the issue and in July 2023 the AHA prohibited the use of Artificial Intelligence (AI) technologies, including accessing websites like ChatGPT or similar platforms, and preventing the entry of AHA data into AI systems. This policy will protect sensitive data and PII, maintain the integrity of proprietary and internal information, and ensure compliance with data protection regulations. Staff continue to update and expand standard operating procedures (SOPs) for AHA's IT-related operations, including new SOPs for creating recurring work orders in Yardi, processing IT support tickets, and other reoccurring functions. The Authority continues implementing a comprehensive cyber awareness program consisting of integrated software solutions to combat attacks and provides annual staff training to increase awareness of cyber-attacks and has expanded the use of Multi-Factor Authentication (MFA) for its systems. The AHA continues to expand and optimize its paperless and mobile integration, including online forms, automated communications, and online capability to complete regular recertifications, interim recertifications, and the intake process. The AHA contracted with several online platforms to transition into a paperless system with the implementation of Laserfiche forms, Civic Clerk to manage online Board of Commissioners agendas, moving vendors and landlords toward Electronic Funds Transfers (EFTs), and the purchasing of equipment to further allow for hybrid meetings. We have expanded our use of online platforms this past year with the inclusion of Acolad (translation services), Aberdine (captioning software) and calls are re-routed through DirectLine for after-hour calls. The AHA continues searching for lobby software and tracking of customer service for increased customer satisfaction, along with Requests For Proposals (RFP) for background checks, recruitment staffing, and 3rd party benefits administrator. The HR department is looking for a new Human Resources Information System (HRIS) software system with implementation starting in January 2026, automating onboarding processes and facilitating tracking of required documentation for new and existing employees. HR has expanded their use of Laserfiche FORMS system to collect required documents and using the Aspire platform for training purposes.

GOAL 4: RECRUIT QUALIFIED STAFF AND FOCUS ON RETENTION AND PROFESSIONAL ADVANCEMENT OF CURRENT STAFF

The Authority continues its 6- to 12-month training plan process for new employees, with extensive cross training for all staff. Online training continues to be expanded, particularly for new hires, including agency policies and procedures, Yardi software training, and mandatory training such as Fair Housing, Sexual Harassment, cyber security training, customer service, safety trainings, and specialized software. The annual Brown Act training continues to be provided. In 2025, staff received training for the National Standards for the Physical Inspection of Real Estate (NSPIRE), allowing internal staff to become certified in conducting unit inspections. AHA staff also enroll in weekly Nelrod trainings provided through its membership in that organization. Trainings through LCW for manager development, legal obligations and best practices are continuously offered for exempt staff and those in potential supervisory positions. Other trainings included Naloxone safety training, National Center for Housing Management Tax Credit certification, Lead Based certification training, and Certificate of Insurance training. The AHA continues to encourage staff to identify opportunities for career development and training as well as participating in other mandatory departmental meetings. Monthly staff meetings are held in-person and include department reports each month to facilitate broader cross-agency communications, updates on work in progress, and presentations from our community partners Building Futures, 1st amendment auditor training, Lighthouse for the Blind, Slips, Trips, and Falls training, among others. Employee benefits trainings will be provided throughout the year. The Events Committee also plans and facilitates monthly staff events which promote staff interaction and foster job satisfaction including the recent Grand Opening of North Housing as well as the celebration of the 85th anniversary of the AHA. Ongoing compensation studies continue to take place annually to keep in line with competitive salaries including all exempt and non-exempt positions except for contract staff such as the Executive Director position. Ergonomic assessments are

	completed for all new hires, typically within two weeks, and for ongoing staff at their request to assess and improve workspaces, including the recent office wide implementation of sit-stand desks provided to all staff requesting one. During this review period there were several new hires across almost all departments, with several management analysts hired across the board, and staff received promotions on either a permanent or acting basis. The AHA is continuing to grow and operates under a budgeted staff of 54 full-time employees with plans to onboard more positions for assistant directors and housing specialists in the future, including the development of our Family Self-Sufficiency (FSS) program with internal staff taking FSS coordination training. Currently the AHA is looking to hire 4 more positions for asset management to grow out the department and assist with property operations as well as hiring an assistant director and housing specialists I for the Housing Programs department, a Construction Project Manager for Housing Development, and a Finance Accounting Officer.
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B.4	Capital Improvements. – Not Applicable
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N N/A ☐ ☒ ☐ (b) If yes, please describe:
C.	Other Document and/or Certification Requirements.

C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☒ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
C.2	Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N ☐ ☒ (b) If yes, include Challenged Elements. Will update if any items have been challenge during the public comment period.

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section (24 CFR 903.4).

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a)).

B. Plan Elements. All PHAs must complete this section (24 CFR 903.11(c)(3)).

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV (24 CFR 903.7(b)).

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies (24 CFR 903.7(d)).

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA (24 CFR 903.7(e)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants (24 CFR 903.7(f)).

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR 903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements (24 CFR 903.7(l)(iii)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the applicable Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement

of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r).)

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.11(c)(3), 24 CFR 903.7(s)(1)).
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 *et seq.*, 24 CFR 903.7(o)(1), and 24 CFR 903.15.
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.